RPI Playhouse Equipment Rental Contract

Show & Organization Information
Event Name: __________________________ Event Date(s):________________________
Organization: __________________________ Location: __________________________

Contact Information
Contact Name: __________________________________________________________
Phone Number: __________________________ E-mail: __________________________

Rental Items

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<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Total Assessed Value</th>
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Notes/Comments
__________________________________________________________
__________________________________________________________

Sign Out
Date Out: __________ Renter Signature: __________________________
Time Out: __________ Officer Signature: __________________________

Sign In
Date Out: __________ Renter Signature: __________________________
Time Out: __________ Officer Signature: __________________________

By signing this form, you certify that you are an authorized representative of the requesting organization and that your organization agrees to the RPI Playhouse Rental Terms and Conditions set forth on the next page of this document. Failure to abide by these policies will be grounds for automatic denial of all future requests.

Renter Signature: __________________________________________ Date: __________
Officer Signature: _________________________________________ Date: __________
RPI Playhouse Rental Terms and Conditions

I. Equipment Policies

A. Equipment may only be allocated by an RPI Players Officer and is subject to availability. All costumes and props will be allocated on a first come, first serve basis. RPI Playhouse Organizations (e.g. RPI Players, Alpha Psi Omega, etc.), however, will receive priority over all other requests.

B. The renting organization accepts full responsibility for any and all rented costumes and props and agrees to pay for the repair or replacement of items lost, stolen, or damaged during the rental according to the assessed value agreed upon at the signing of the contract.

C. Costumes and props shall not be altered without the written consent of an RPI Playhouse Officer. Unauthorized alterations will be assessed as damage and the cost of repair will be fined. All borrowed costumes will be cleaned before they are returned. Failure to do so will result in a fine for the cost of cleaning.

D. Dispensement and return of equipment may only be arranged with an RPI Playhouse Officer.

II. Rental Policies

A. All contact information listed on the RPI Playhouse Equipment Rental Contract must be provided. Missing or false information may be grounds for immediate termination of the agreement.

B. All rented equipment must be return within two weeks of the final show date. Failure to do so in a timely manner may result in denial of future services.

III. General Policies

A. Any contract agreement between the RPI Playhouse and the requesting organization is to be signed by an RPI Playhouse Officer and an authorized member of the renting organization before the equipment is dispensed.

B. The RPI Playhouse reserves the right to cancel any and all services for any reason deemed appropriate by the Technical Director or any other member of the RPI Players Executive Committee.

C. Any changes to these policies for specific cases must be made in writing with the contract form and must be approved by the Technical Director before approval of the request.